



Oregon Department of Human Services

## Information Memorandum

**Originating Cluster:**

**Seniors and People with Disabilities**

**Authorized by:** Mary Lee Fay, Administrator

*Signature*

**IM Number: SPD-IM-03-073**

**Date:** August 29, 2003

**Subject: Frequently Asked Questions about Area Plans and AAA Contracts**

**Applies to (check all that apply):**

- |                                                            |                                                               |
|------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees                 | <input type="checkbox"/> County DD Program Managers           |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors       |
| <input type="checkbox"/> Children Adults and Families      | <input type="checkbox"/> Health Services                      |
| <input type="checkbox"/> Community Human Services          | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> Other (please specify): _____     |                                                               |

**Message:**

Following are some questions that have come up recently regarding the Area Plans and AAA contract amendments. Please review this information and share it with the appropriate staff in your organization.

1. When are Area Plans and AAA Contract Amendments Due?
  - a. Area Plans are due September 30, 2003.
  - b. Contract amendments will be due some time in October/November.
  
2. Do I need to include AAA budget pages in my Area Plan?

No. This year we separated the contracts and AAA budgets from the Area Plans. We chose to do this to avoid the additional review of the Area Plans by the Dept. of Justice (DoJ), which is required if they are part of the contract. This was a joint decision by DHS and DoJ. We will be asking you to make amendments to your contracts and budgets later this Fall.
  
3. Where do I put information about our Medicaid services in the revised Area Plan?

This information is no longer included in the Area Plans. It is now included as part of your contract. This last year SPD conducted a work group to revise the AAA area plans and contract structure. Part of the contract restructuring included adding a statement of work specific to Medicaid services to your contracts. With this new scope of work, there is no longer a need for service descriptions for Medicaid services being funded under the Medicaid Regular Allocation (Federal/State). We are now asking that you submit your position descriptions (all Medicaid funds), organization chart, service descriptions (Medicaid local match projects only) and Disability Service Advisory Committee (to be added this Fall) with your contracts.
  
4. Do we need to complete the OPI section of our area plan, since we don't yet have a

budget?

Yes. Most of the information we are requesting pertains to your agency's policies and procedures for operating your OPI program. We realize that you may be considering changes to your program, depending upon the level of funding that will be authorized. You may either indicate how you currently operate your program (with later amendments as you make changes) or list the alternatives you are considering. SPD has received several Legislative Budget Notes, which we will be discussing at the October SUA meeting, that require additional reporting on the OPI program. The information provided in your area plans may help to address these reporting concerns.

5. What will be included in our upcoming contract amendment?

- a. Corrections to current budgets, as needed. Over the next month SUA staff will be sending you information about current errors in your budgets that need to be corrected. This wasn't done initially, due to contracting time constraints.
- b. OPI allocation changes, once the budget has been approved.
- c. Contract language revisions – SPD staff are currently making corrections based on input from the AAAs and the Dept. of Justice. We will circulate a draft of the revisions for your comments prior to finalizing the changes.

*If you have any questions about this policy, contact:*

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